



SUSANNA WESLEY UNITED METHODIST CHURCH

Title: Administrative (Admin) Assistant (Job Description)

Reports to: Pastor Tom Tipton

The Mission of Susanna Wesley UMC is to make Disciples of Christ through loving, serving, encouraging, and growing together.

General Administration:

- A. The Admin Assistant will be furnished with an office, including telephone and necessary office equipment.
- B. The Administrator will be a part-time employee, working 24 hours a week.

Monday through Thursday, 9:00 a.m. to 3:00 p.m.

- C. The Admin Assistant will serve as a member of the church staff, and work under the supervision of the Pastor.
- D. The Admin Assistant will meet as needed and annually with the Staff-Parish Relations Committee for consultation and performance review.
- E. Any changes in work schedule should be cleared with the Pastor.

Duties and Responsibilities:

- A. Admin Assistant greets, and welcomes all visitors, escorts them to the person being visited, leads tours of the facilities when required, and describes Susanna Wesley's programs to newcomers.
- B. Provides administrative to include secretarial services as described herein for the Pastor, Leadership Board and ministry team members.
- C. Types a variety of material (report attendance, offering, mission work, intentional faith classes to District/Conference via special web site – input weekly
- D. utilizing Microsoft 360), such as pastoral letters, bulletins and inserts, newsletters, letters (MailChimp), letters of transfer and membership, church telephone and address directories (Instant Church Directory), mailing labels, and annual reports for Charge Conference.
- E. Answers the telephone for incoming calls and refers call to requested person or takes messages.
- F. Designs and formats the weekly bulletin and it's inserts utilizing Publisher. Collates, staples, folds, and sorts the bulletin.
- G. Maintains Membership Directory (Instant Church Directory) which includes membership list, addresses, and telephone numbers to include maintaining birthday, anniversary dates and photos.
- H. Maintains official files of important correspondence, reports, bulletins, etc.
- I. Receives, processes VISA receipts and requests for reimbursement. In addition utilizing the church VISA card will pay sporadic bills received.

- J. Orders office supplies (paper products and church materials) using Amazon Business and other sources.
- K. Reproduces or prints a variety of material, such as bulletins and inserts, newsletters, surveys and questionnaires.
- L. Maintains calendar of church activities (Google Calendar), designates rooms in response to use requests, loans out and keeps track of building keys, and posts meetings on blackboard in hallway.
- M. Maintains office and equipment
- N. Works with Prayer Team to initiate the Prayer Chain when learning of a need.
- O. Check voicemail – discern and distribute messages
- P. Communicates with the membership via email (Google Email). In addition Check email – answer and distribute as necessary
- Q. Supports the Food Pantry Team – take calls on Mondays, print list for Wednesday, letting the team know how many bags to make, make copies of guidelines for bags.
- R. Road sign - update as needed
- S. Cokesbury School curriculum - remind teachers and make automatic shipment changes by deadlines.
- T. Discretionary Fund – take messages/inquiries, track recipients on spreadsheet
- U. Flyers – create, post flyers and events (Facebook Events, Google Calendar, Website) – event advertisements
- V. Schedules – maintain volunteer schedules by coordinating with committee chairperson, distribute, post, print, email, keep webmaster informed
- W. Reminders – send reminders to Sunday’s volunteers and for Leadership Board and Ministry Team meetings (if/when requested by committee chairperson
- X. Building Use – coordinate building use with outside parties, church members’ private functions, church groups – coordinate with pastor, trustees, and custodian, distribute/collect keys, collect fees
- Y. Unity System Statistics – report attendance, offering, mission work, intentional faith classes to District/Conference via special web site – input weekly
- Z. Copier – track and report Xerox meter readings – due monthly via email reminder – track bills, report unusually high activity, maintain supplies, count/roll copier fees semiannually
- AA. Memorial donations – Order flowers or coordinate with Treasurer re: memorial donation following policy
- BB. Announcement Slides (PowerPoint) – create and update slides based on bulletin announcements, transfer to Worship Center Video Computer) computer on Thursday’s.
- CC. Assist the Worship Team in updating Easy Worship in preparation for services – input songs, copyright info, and create schedule on sanctuary computer on Thursday.